

**BENSALEM TOWNSHIP COUNCIL
MEETING MINUTES**

**Monday
February 8th, 2021**

Zoom – Virtual Public Meeting

VIRTUAL COUNCIL MEMBERS PRESENT:

Joseph Pilieri, Council President
Joseph Knowles, Council Vice President
Edward Kisselback, Council Secretary- Absent
Jesse Sloane, Council Member
Ed Tokmajian, Council Member

OTHER VIRTUAL PRESENCE BY:

Mayor Joseph DiGirolamo
Russell Benner, Township Engineer
Debora McBreen, Council Clerk/Recording Secretary
Quinton Nearon, Principal Inspector
Joseph Pizzo, Township Solicitor
Phil Wursta, Township Traffic Engineer

PLEASE NOTE:

Due to the COVID-19 pandemic and all of the orders and declarations from the Federal, State, and County governments, the Bensalem Township Council held its' regular monthly meeting as a virtual public meeting utilizing the Zoom Meetings platform.

PLEASE NOTE:

The minutes are not verbatim but rather a synopsis of what transpired during the meeting, and while I do my best to attribute remarks and questions to the correct individual, there may be mistakes or omissions because of the “back and forth” dialogue.

1. PLEDGE OF ALLEGIANCE:

Council President Pilieri opened the meeting with a moment of silence or prayer which was followed by the Pledge of Allegiance.

2. **PUBLIC COMMENT:**

publiccomments@bensalempa.gov

Solicitor Pizzo indicated there were no Public Comments received either by mail or email on any agenda or non-agenda item.

Solicitor Pizzo indicated Agenda Item #4 for Anthony Oelschlegel, Minor Sub-Division, will not be heard this evening. The applicant has requested the item be tabled, but since they were unsuccessful in front of the Zoning Hearing Board, at this point, the item should be removed from the agenda and at whatever point of time they are ready to come back in front of Council, they will have to re-advertise. Agenda Item #8, Land Development Extension Agreement, Crespo Estates Phase II, is also being removed from the agenda and will come back at a later date.

3. **APPROVAL OF COUNCIL MINUTES:**

After corrections were noted to the Minutes of December 7th, 2020 and the Minutes for December 14th, 2020 and the Minutes for January 4th, 2021, **Council Member Sloane** motioned to approve as corrected, **Council Member Tokmajian** seconded and the motion carried 4-0.

4. **CONSIDERATION OF A MINOR LAND DEVELOPMENT:**

Applicant:	Anthony Oelschlegel
Location:	3349 West End Avenue
Proposed Use:	Residential
Zoning Classification:	R-2 Residential
Tax Parcel:	2-39-86

Removed, therefore, no action.

5. **CONSIDERATION OF LENNAR MPA, LLC RE-APPROVAL OF WATERSIDE AMENDED FINAL PHASE 3 PLAN:**

Solicitor Pizzo admitted Mr. Greg Adelman, Esquire in for the applicant. Solicitor Pizzo asked Mr. Adelman if he had witnesses on standby, if needed. Mr. Adelman indicated he had several witnesses on standby in the event Council had any questions.

Before Council, this evening, and as Council will recall, back in October of 2020, Council granted Phase 3 Land Development Approval for the Waterside project. Unbeknownst to anyone at the time of the hearing the County Planning Commission had not undertaken a review of the plan as is required under the Municipality's Planning Code. Out of an abundance of caution, the application was resubmitted to the Planning Commission for an opportunity for them to weigh in on the plan as otherwise approved by the Township. In Council's packets is the December 21st, 2020 memorandum from the Planning Commission with seven comments regarding the plan, all of which are will comply items or items that have already been complied with. What the applicant is looking for this evening, and the Administration is recommending, is simply a reapproval or a confirmation of the approval Council granted for this plan

previously. Mr. Adelman and the Township Engineer, Mr. Benner both agreed. Solicitor Pizzo indicated unless Council has specific questions for either Mr. Adelman or any of the representatives with Lennar Council could simply vote to re-approve the plan subject to all of the conditions that were previously imposed and with the applicant complying with all of the additional items raised in the December 21st, 2020 memorandum raised by the Bucks County Planning Commission.

Council Member Sloane asked the Township Engineer, Mr. Benner, if he was satisfied with the responses from Lennar to the Planning Commission. Mr. Benner indicated a majority of those were landscaping types of comments and believed they had given the appropriate responses.

Council Vice President Knowles motioned to re-approve the Waterside amended Phase 3 final plan subject to all of the conditions set forth in the Councils earlier approval and subject to compliance with the comments from the December 21st, 2020 memorandum from the Bucks County Planning Commission, **Council Member Tokmajian seconded**, and the motion carried 4-0.

6. **CONSIDERATION AND SIGNING OF AGREEMENTS FOR:**

Applicant:	Foley, Inc.
Location:	2975 Galloway Road
Proposed Use:	Modular Office Building
Zoning Classification:	GI – General Industrial
Tax Parcel:	2-33-66-7

Solicitor Pizzo indicated, as Council will recall, they previously granted Land Development approval for Foley, which is the former Giles and Ransome property, for the expansion, the applicant has signed the agreements and are in a form acceptable to the Township. The applicant has also provided the funding and has paid for all fees incurred. The Administration is recommending Council approve the agreement for Foley, Inc.

Council Member Tokmajian motioned to approve, **Council Member Sloane** seconded and the motion carried 4-0.

7. **CONSIDERATION AND SIGNING OF AGREEMENTS FOR:**

Applicant:	Sperduto Investments
Location:	Eastern side of Tennis Ave. opposite Highland Ave.
Proposed Use:	2 Buildings
Zoning Classification:	R-2 Residential District
Tax Parcel:	2-29-300 and 2-29-301

Solicitor Pizzo indicated as Council will recall they previously granted Land Development Improvements for Sperduto Investments for property located on Tennis Avenue. This was for the construction of the approximately 11,000 square foot buildings on the property. The developer has provided the required funding and has paid the necessary fees called for under the agreements and the Administration is recommending the approval of the agreements.

Council Member Tokmajian indicated this was approved back in 2018 and asked if there was any reason for the delay. Solicitor Pizzo indicated he was sure COVID was one of the factors and often times Councils approvals are contingent upon the applicant securing various other approvals from other governmental entities, be it water, sewer, PennDOT, EPA any number of agencies with oversight of the land or the project, that is typically the factor and finances is sometimes a factor and for the past 11 months COVID has been a factor. When the developer comes to the Township and says okay we have satisfied all of the conditions and we have our financing and are ready to roll, the agreements are prepared and sent to the applicant.

Council Member Tokmajian motioned to approve, **Council Vice President Knowles** seconded and the motion carried 4-0.

8. **CONSIDERATION OF A LAND DEVELOPMENT EXTENSION AGREEMENT:**

Applicant: Crespo Estates Phase II
Site Information: Subdivision off of Crespo Lane
Tax Parcel: 2-70-4

Removed, therefore, no action.

9. **CONSIDERATION OF A RESOLUTION FOR 537, PA SEWAGE FACILITY ACT, PLAN REVISION FOR NEW LAND DEVELOPMENT OF A PARCEL OF LAND IDENTIFIED AS A 4-LOT SUBDIVISION, LOCATED AT 4964 NESHAMINY BOULEVARD.**

Solicitor Pizzo indicated the approvals Council grants are oftentimes conditioned upon the property owners or applicants securing approvals from a variety of other governmental agencies. In this case, a previously approved 4-lot subdivision at 4964 Neshaminy Boulevard requires approval of the amendment to the Township's Act 537 Plan. The Resolution before Council this evening is the standard form of Resolution for the Department of Environmental Protection that would authorize the amendment of the Act 537 Plan to reflect the construction of the 4-lot subdivision at this location. The documents before Council have been reviewed by the Administration, the Township Engineer and are in a form acceptable for Councils consideration and approval this evening.

Council Member Sloane indicated he believes this subdivision was never approved by Council. The was on the November 12th, 2019 agenda, at the time Council had a debate regarding the subdivision and the applicant withdrew the request for the subdivision. The applicant was going to submit a new application that would include the Land Development Plans, this has not been before Council since the November 12th, 2019 Council meeting.

Council Vice President Knowles indicated he believed Council Member Sloane was correct.

Council Member Tokmajian indicated he remembers it going through Planning but not through Council.

Council Member Knowles indicated the applicant was going to make adjustments to the plan and then come back before Council with new plans.

Council Member Sloane indicated at the time Council wanted to see the Land Development plans along with the subdivision and the adjustments of the stormwater management due to the neighbor's concerns.

Council President Pilieri indicated the applicant was continued and will be on an upcoming Council meeting and asked the Solicitor if the Resolution had to wait for the subdivision approval.

Solicitor Pizzo indicated the application is into the Township and Council can approve it prior to and subsequent to Councils approval, whichever way Council prefers to do it. It has been normally the practice of Council to do it after the approval. If Council would like to pull the item off of the agenda and it can come back at such time as it is right. Administration will find out from the Building and Planning department why it was given to the Clerk of Council to put on the agenda prematurely.

Council President Pilieri indicated if there is no question by Council we will remove it from the agenda.

10. **CONSIDERATION OF A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A MUNICIPAL GRANT PROGRAM CONTRACT AWARDED BY THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF BUCKS IN THE AMOUNT OF \$138,500.00 REGARDING BENSELEM TOWNS AGAINST GRAFFITI:**

Solicitor Pizzo indicated for the next 3 items, 10, 11 and 12 all 3, which Council will vote on separately, are Resolutions which are the final step in the Township securing Municipal Grant Program funding from the County Redevelopment Authority. As Council will recall, this is a multi-step process that began with Council submitting applications last Fall to the RDA for a variety of projects for which the Township has requested Grant monies. When the RDA finally makes its decisions, Council voted to accept those monies at a Council meeting in November or December. Before Council this evening is the final step of the process which is a Resolution authorizing Administration to execute the contracts with the RDA for the monies the Township requested and has been awarded. The first Resolution is for funding for Towns Against Graffiti which is a multijurisdictional initiative that was started by Mayor DiGirolamo many, many years ago. As the name suggests, it is a program whereby all the participating municipalities are able to take advantage of the graffiti removing equipment. When graffiti sprouts up anywhere in the Township a call is made to the Township, the Towns Against Graffiti team is dispatched and is typically removed within a day or so after the call comes into the Township. For the year 2021 the RDA has awarded \$138,500.00 to the Towns Against Graffiti program, the contract is a standard contract that the Township does every year with the RDA, it has been reviewed and is in an acceptable form and content for Council's consideration and approval this evening.

Council Member Tokmajian indicated he noticed on the Budget that was approved this past December it was budgeted out at \$190,000.00. Solicitor Pizzo indicated at the time Council voted to approve the Budget, the amount of the award was already known what it would be from T.A.G.

The Fact that \$138,500.00 was the amount the Township would receive from the RDA was factored into the Townships Budget for the program for 2021.

Council Member Tokmajian motioned to approve and accept the Resolution for the T.A.G. program, **Council Member Sloane** seconded and the motion carried 4-0.

11. CONSIDERATION OF A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A MUNICIPAL GRANT PROGRAM CONTRACT AWARDED BY THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF BUCKS IN THE AMOUNT OF \$70,000.00 REGARDING THE PROPOSED BENSLEM TOWNSHIP FIRE/EMS UPGRADE PROJECT:

Solicitor Pizzo indicated everything that was said about the previous Resolution for T.A.G. would apply to this Resolution as well. The amount requested by The Township the RDA funded fully for \$70,000.00 which will go to the six volunteer fire companies within the Township and to the Bensalem EMS, the amount of \$10,000.00 will go to each of the entities. Contract is in the same form as previously, as is the Resolution, and all are in a form acceptable for Councils consideration and approval this evening.

Council Member Tokmajian indicated the amount did not match the budgeted line item he was looking at, the Community Spirit Fund, which included the line indicating radios and computer integration and wanted to know if either of these Resolutions tie to the budgeted lines. **Solicitor Pizzo** indicated these funds go directly to the fire companies and the rescue squad and used by them to pay down existing debt.

The Mayor explained how it works, for instance, Towns Against Graffiti, Bensalem gets the grant but it is also for the surrounding municipalities to use. The Mayor wanted to make it clear that it is not just a Bensalem grant, Bensalem may have applied for the grant, but the surrounding municipalities get to use the monies that is awarded.

Council Vice President Knowles motioned to accept the Resolution for the Fire/EMS project, Council Member Tokmajian seconded and the motion carried 4-0.

12. CONSIDERATION OF A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A MUNICIPAL GRANT PROGRAM CONTRACT AWARDED BY THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF BUCKS IN THE AMOUNT OF \$115,600.00 REGARDING THE PROPOSED BUCKS COUNTY POLICE CHIEFS ASSOCIATION RECORDS MANAGEMENT SYSTEM:

Solicitor Pizzo indicated as the Mayor was just suggesting with the case of the Towns Against Graffiti where the Township is applying as the lead agency, the same is true for this Resolution as well. The application is a recurring expense which typically is something that is done through the county. However, because of the change in Administration in Doylestown, it ended up falling to Bensalem to serve as the lead agency for this year. The Township submitted the application to the RDA on behalf of 39 municipalities who participate in the Records Management System. The funds were approved by the RDA, the contract is in a form acceptable for your consideration and approval.

Council Member Sloane motioned to approve as presented, **Council Member Tokmajian** seconded and the motion carried 4-0.

13. **CONSIDERATION OF TWO RESOLUTIONS REGARDING THE “RIGHT OF WAY ACQUISITION: ALONG BRISTOL ROAD:**

A. Location: Winding Brook Drive to south of Pasqualone Blvd.

B. Location: Northwest corner of Winding Brook Drive and Bristol Road

Mr. Wursta, Township Traffic Engineer, explained it is a road widening project which will provide a center turning lane from Old Lincoln Highway all the way to Pasqualone Boulevard. As part of this project there are sidewalk enhancements as well as drainage enhancements and an adaptive traffic signal system will be installed similar to the one on Street Road, Hulmeville Road and Bristol Pike as well. The Traffic Engineer was recently made aware of PennDOT’s intentions of purchasing right-of-way from the Township along Bristol Road. The area on Bristol Road is on the northside essentially from Pasqualone Boulevard all the way to Winding Brook which is about a 17-foot taking of the road, what is interesting is that it is already part of the highway. PennDOT is basically cleaning up an old right-of-way situation where the state right-of-way is and the Township right-of-way is really in the middle of the southbound or westbound thru-lane on Bristol Road in this section. PennDOT is taking from the front of the sidewalk, across a little green patch, to the curb, then out another 13 feet. This is generally just a clean-up issue except PennDOT is paying the Township for this property. The other one on the corner of Winding Brook is a small drainage maintenance area for the existing culvert that goes underneath Bristol Road at that location. The payment for this section is \$22,000.00 for the long section and \$6,300.00 for the smaller section at Winding Brook. to the Township.

Council Member Sloane asked Mr. Wursta if he knew how the evaluation of the land was determined. Mr. Wursta indicated he did not know how it was determined.

Solicitor Pizzo indicated in both cases PennDOT has a formula in its manuals where they retain an appraiser and have a formula for coming up with the appraised value of both takings. Mr. Wursta indicated one to be \$16,000.00 and the other to be \$6,300.00.

The Mayor indicated, knowing what they had offered, the Township hired a certified general appraiser and his comment is: This is to advise the Township we have reviewed the taking and offer from PennDOT and appears reasonable in line with the value of this area. They thus support the said offer and the subject taking, review submitted by Mr. Anthony Salvetti. The Mayor indicated the Township was proactive in finding out what it is worth and that is the review the Township received from the appraiser.

Council Member Sloane asked if the Township knew what the timeline would be once the Resolutions have been passed until PennDOT actual does something

The Mayor indicated due to COVID everything was up in the air with PennDOT. Mr. Wursta indicated he had a meeting with a gentleman from PennDOT who said that PennDOT is playing catch-up with their projects and it had been the first time he was out of his house for business in 6 months. Mr. Wursta indicated the best they have is the Spring of 2022 for an expected construction let-date. The issue right now is utilities and they are certainly also coordinating with themselves regarding the Route 1 Project. PennDOT is in Bensalem working on projects for Bensalem and they have also started to look at the I-95 Interchange again as well. The Mayor said he was trying to get the County back on board to help with building the

slip ramp. Mr. Wursta indicated it was on PennDOT's Transportation Plan and about to be awarded.

Council Vice President Knowles motioned to approve the Resolutions as presented. **Council Member Tokmajian** seconded and the motion carried 4-0.

14. CONSIDERATION OF FIRE HYDRANT ESCROW RELEASE FOR:

Developers Request: **Provco WaWa**
Location: 3820 Street Road
Tax Parcel: 2-1-42, 2-1-42-3 and 2-1-47
Amount: **\$ 21,600.00**

Township Engineer, Mr. Benner, indicated this was a leftover line item from the projects original escrow and the point of this was to guarantee that the developer would pay the utility company for water usage during construction. The project has been finalized and no bills have been incurred. It is appropriate now to essentially release this \$21,600.00 escrow, as it was termed, to the developer. If Council chooses to release the escrow this will be subject to an audit by the Finance Department.

Council Member Sloane motioned to release subject to an audit by the Finance Department, **Council Vice President Knowles** seconded and the motion carried 4-0.

15. CONSIDERATION OF ESCROW RELEASE FOR:

Developers Request: **Republic First Bank – Release #1**
Location: 2734 Street Road
Tax Parcel: 2-37-29, 30 and 31
Amount: **\$ 365,438.76**

Mr. Benner indicated they were holding additional funds because of the clean-up items and will hold onto the monies until the work is done. Essentially the release request for \$365,438.76 is what has been evaluated to be released at this time.

Council Member Sloane asked Mr. Benner if he knew of a timeline as to when that project will be completed.

Mr. Benner has been going back and forth with the contractor and the engineer but the contractor now has taken the "bull by the horns" to try and get this work completed.

Council Vice President Knowles asked if there was enough money in escrow to complete the job. Mr. Benner indicated there was enough money for the minor item to be addressed.

Council Member Tokmajian motioned to release subject to an audit by the Finance Department, **Council Member Sloane** seconded and the motion carried 4-0.

16. **CONSIDERATION OF ESCROW RELEASE FOR:**

Developers Request: BSV Housing LP – Release #2
Location: 3055 Mechanicsville Road
Tax Parcel: 2-37-63
Amount: \$ 219,685.45

Mr. Benner indicated the development is done, the project is done and occupied. This is their second escrow release. There are some minor punch-list items, mostly minor grading issues to be taken care of in the Springtime.

Council Member Tokmajian questioned item 10 on the list regarding sidewalks and asked if he believed what was being left open will cover that. Mr. Benner replied, yes.

Council Member Sloane motioned to release subject to an audit by the Finance Department, **Council Member Tokmajian** seconded and the motion carried 4-0.

17. **PUBLIC COMMENTS EMAIL:**

Solicitor Pizzo indicated no Public Comments were received by the Clerk of Council or submitted via email prior to the meeting and have received no comments during the meeting.

18. **OTHER BUSINESS:**

All remarks can be heard in their entirety at the following websites:

www.bensalempa.gov or www.youtube.com

Council Member Sloane had noticed in going through the previous minutes there was a comment made during the Budget meeting that the Comprehensive Plan coming out this year and Director Farrall had mentioned Council would have an opportunity to review and provide comments and asked when the plan would be provided to Council.

The Mayor indicated due to COVID and other unforeseen disadvantages it was not ready but as soon as it is Council will be given a copy to review.

Council Member Sloane asked Solicitor Pizzo if there was any update on the situation on Bristol Pike regarding Mr. Connelly and Mr. Popli and the dirt pile.

The Mayor indicated there is an agreement with their attorney that the dirt pile will be removed by the end of April.

Council President Pilieri told Council Member Sloane he had spoke to Mr. Connelly who was happy about the dirt pile and there were a couple of other things he had that the Mayor is working on right now with Solicitor Pizzo to make sure the Township gets everything squared away. Everything is moving along with Mr. Connelly at this point.

Council Member Sloane asked if anyone has been down there to look at the traffic pattern concerns going on with the neighboring property.

The Mayor indicated it still is a concern and the Township is looking to get PennDOT involved since it is a state highway and it is a safety issue on their highway.

Council President Pilieri indicated he had received videos from Mr. Connelly which were sent to Director Farrall in regards to the traffic issue.

Council Member Sloane hopes everyone is staying healthy and staying safe. The COVID vaccine roll-out has finally started with a few hiccups. Anyone eligible should register through the county site, call your doctor, call your local pharmacy to see if a vaccine is available. The sooner everyone gets vaccinated to sooner we could hopefully return to some sense of normalcy around here.

The Mayor indicated his office is inundated with calls as to why they cannot get the vaccine. The Township has no way of getting it done, it is through the county and the state. Two sites have been chosen to give the vaccine out at, but the Township does not have the vaccine.

Council Member Tokmajian indicated he had someone banging at his front door asking where is the vaccine and he explained to that person he would reach out to the county officials and recognizes the Township is doing everything it can. Gave his condolences to Mr. Nearon on the loss of his father. Then asked if there was any update on the Eddington sidewalks and curbs.

Mr. Nearon, Township Principal Inspector, indicated he hasn't started that yet and was working on some other projects which included paving and stormwater. As soon as those projects are clear, which should be in the next couple of weeks, but the Township does not have a start date for the Eddington project.

Council Vice President Knowles indicated it is radius curbs near the drainage, it is not sidewalks.

Council Member Tokmajian asked about the cement situation in front of Fisher's Restaurant.

Quinton Nearon, Township Principal Inspector, indicated he did a permit review rejection letter today for the same application and stated they were on their second architect.

Council Vice President Knowles indicated they keep submitting plans that provide drainage.

Council Member Tokmajian had questions for the Township Engineer, Mr. Benner, regarding his email dated January 29th and asked for a timeline for that report. Mr. Benner indicated what Council Member Tokmajian was referring to is the MS-4 Program the requirement for stormwater management facilities and pollution reduction. The yearly report is a report all municipalities have to submit with the deadline being the beginning of September. The reporting period will be from September 2020 through September 2021. The report basically goes over all of the requirements that the Township has to meet as part of their MS-4 MPDS stormwater permit. A lot of that is monitoring of stormwater outfall, it's public education, it's education for the Public Works departments, it's mapping updates of stormwater facilities, and the amount of progress the Township is making on their pollution reduction plan that was part of that 5-year permit. Just to clarify, the Township has a permit for 5 years. Each year, within

that permit cycle the Township submits a report talking about the Township progress. Timeline discussion and an additional discussion on stormwater outfall, stormwater quantity was presented by Mr. Benner and to Council Member Tokmajian's question of when this report can be expected, Mr. Benner indicated the Township has not missed a deadline on any of these reports. Hope all is well and staying safe.

Council Vice President Knowles gave his condolences to Quinton on the passing of his father. Spoke about the website information on the vaccine which can be found at www.buckscounty.org. Ray Bates, Veterans Advisory Board Member, passed along information to Council Vice President Knowles for veterans who can call 215-823-4014 to get on the schedule for the vaccine. Happy Valentines Day, Happy Chinese New Year and hopefully everyone is staying safe.

The Mayor gave his sincere condolences to Quinton on the loss of his father. Wished everyone a Happy Valentines Day. The Mayor spoke about the vaccine and the importance of getting the vaccine and hopefully it will be available to all soon and please be patient. Stay safe, wear your mask. The Mayor asked the Township Engineer, Mr. Benner, how he was feeling after getting COVID. Mr. Benner indicated his whole family had COVID but were very fortunate that their symptoms were like a cold and thanked God it was just a mild case.

Joseph Pizzo, talked about Unity week which was celebrated the week of February 18th, virtually, B3T led the way, it obviously was not the same as going to the houses of worship, but an important time in the Township and the videos are all online for anyone who would like to view the services. The Township was hit with a lot of snow and thanked the Township Public Works for the wonderful job of getting the roads cleared and getting them salted and staying ahead of the weather.

Council President Pilieri received a lot of calls on how well of a job our Public Works department did in clearing the roads before, during and after the snowstorm. Gave his condolences to Quinton regarding the loss of his father and said if there was anything he needed we were here for him.

19. ADJOURNMENT:

There being no other business to discuss, **Council Member Tokmajian** motioned to adjourn, **Council Vice President Knowles** seconded, the meeting was adjourned.

The Bensalem Township Council Meeting of February 8th, 2021 can be viewed in its entirety at the following websites:

www.bensalempa.gov

or

www.youtube.com

Respectfully Submitted,

Debora F. McBreen
Recording Secretary